

## **REGISTRATION DATES AND PROCEDURES**

### **HOW TO REGISTER**

#### **ONLINE REGISTRATIONS:**

Registering online is a great way to save time and gas and can be accessed 24 hours a day. To register online follow these simple steps:

1) Go to [www.AvonRec.com](http://www.AvonRec.com) and click the link to create an account.

2) To get started, at least one **adult** member of the family will need to create an account along with a customer login name and password. Simply follow the prompts for setting up your account. Once your account has been set up, please add all members of your family to the account. Once your account is set up, the system will send you an email in a matter of minutes. Go to your email address and in the body of your email, there will be a code that you will need to copy and paste into your account, which will activate your account.

3) Once an account is created you can access your account 24/7, view program information, register for programs, view account history, and more! Registration for programs is similar to most Internet shopping.

**SPECIAL NOTICE REGARDING ONLINE REGISTRATIONS:** All online registrations are assessed a processing fee. The **processing fee** is per transaction, not per program, so if you are registering for more than one program; it is better to register for them all on the same transaction.

#### **DROP BOX**

For your convenience, the Recreation Department has a locked drop box that is located just outside the Recreation Office. Please feel free to utilize the box during non-business hours. We check this box first thing every business day.

### **WE DO NOT ACCEPT PHONE REGISTRATIONS!!**

#### **GENERAL REGISTRATION INFORMATION**

Registration forms are available at the Recreation Office, in this booklet and on the Town's web page at **[www.town.avon.ct.us](http://www.town.avon.ct.us)**, then click on "Recreation and Parks", and then "forms". Registration forms must be completely filled out or they will be returned. Fee must accompany registration and anyone not registered will not be permitted to take part in the activity. **Instructors cannot accept registrations!**

Avon Senior Citizens (age 60 & up) will receive a discounted fee for programs offered for Adults (unless otherwise noted).

Maximum enrollments are listed for each activity and must be enforced to ensure the quality of the program.

Age will be determined as of the first day of class unless otherwise noted. For the Summer brochure, the grade listed for programs indicates the grade your child is going into in the upcoming fall. For the Fall and Winter Spring brochures, the grade listed for programs is the grade the child is currently in.

Only children that are registered may be in the class location during the Recreation Programs.

Program fees will not be pro-rated for any reason!

**The Recreation Department reserves the right to cancel any program due to low enrollment. PLEASE register early and on time!**

### **REGISTRATION DEADLINES**

Program registrations received as of the first day of class, will be assessed a \$10 late fee.

#### **NON RESIDENT REGISTRATION**

**Non-Residents:** Avon Residents are given priority placement in all scheduled events. Out of town residents may register for programs one week after the registration period begins. Non-residents do not get a senior discount. We no longer charge a non-resident fee.

## **DEPARTMENT POLICIES**

### **REFUNDS**

Refunds of 100% can be requested up to one business day after the first class (except for those classes that state a specific cancellation date). After that time, no refunds will be issued. Refunds due to a medical condition require a doctor's note. Basketball League and Afterschool Ski programs have their own refund policies.

### **CANCELLATION INFORMATION**

A Voice Mail message will be available after 8:30 am at 860-409-4365. Activities cancelled due to inclement weather will not be made up unless otherwise noted. Classes cancelled due to circumstances beyond the control of the Recreation Department will not be made up or refunded. Cancellations will also be posted on the Rec. Dept.'s web page at [www.town.avon.ct.us](http://www.town.avon.ct.us) and go to the "Bulletin Board".

### **SPECIAL NEEDS ASSISTANCE**

The Avon Recreation and Park Department welcomes persons with disabilities in all programs and services. If you require reasonable accommodation to a recreation program in order to participate, please indicate this on your registration form and call the Recreation Department as soon as is reasonably possible at 860-409-4332.

### **FINANCIAL ASSISTANCE**

Program subsidy is available for those with financial needs through the Social Services Department by calling 860-409-4358.

### **RECREATION ASSISTANCE FUND (R.A.F)**

This fund was designed to help Avon residents who otherwise may not be able to participate due to financial hardship. You will find a box on the registration form in which you can donate to this fund.